

***This is only a **preview** of the exam statements for the Training & Experience Evaluation. You will be asked to respond to each statement indicating how your training and experience relate to each. **To take the actual exam**, please refer back to the bulletin and click the link at the bottom of the bulletin.

Training and Experience Evaluation

Project Director 1

Department of General Services

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your education, training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the examination process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

Number of Questions: 1 – 10

To answer all the test items in this exam, you will be required to choose from among the provided answers, and to enter (type in) specific information about your experience.

Be prepared to give specific information about the length and breadth of your work experience.

Instructions:

Rate your experience performing specific job-related tasks.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer and/or your EDUCATION, you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is not required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Project Director 1:

1. Managing the preparation of construction documents to define the design and facilitate the construction of projects within scope, schedule, and budget.
2. Preparing and negotiating professional service agreements with consultants (e.g., architectural, engineering, construction management, inspections, commissioning).
3. Identifying, analyzing, and mitigating project schedule impacts (e.g., scope changes, regulatory reviews, proposed change orders, claims, weather) to ensure timely project completion.
4. Identifying, analyzing, and mitigating project cost impacts (e.g., scope changes, regulatory reviews, proposed change orders, claims, weather) to maintain project budgets.
5. Developing and managing a project budget, including accounting for all project costs and funding.
6. Mediating conflicts between design and/or construction project stakeholders to reach mutual agreements.
7. Reviewing documents (e.g., design development, construction) for coordination, constructability, completeness, and conformance with project scope.
8. Developing and implementing a management plan for a design and/or construction projects.
9. Performing construction administration functions, including reviewing and processing documents (e.g., Requests for Information [RFIs], submittals, change orders, schedules, payments).
10. Leading project team members (e.g., architects, engineers, contractors, regulatory agencies, clients) to ensure successful completion of projects.